

## **Sale Flyer Structure / Checklist**

**What is the event**

Auction - Live Auction - Silent Auction - Online Auction  
Estate Auction

**Location and or address**

always include city and state

**Date and time**

include day of week

Wednesday April 12th at 10am

**Listing of what is being sold**

**Terms and conditions**

Terms is money - cash - check - charge cards -  
due on day of sale

Conditions refers to things like as-is

pickup / removal schedule

**Terms is also Tax and buyer premium**

**your company info and contact info**

**Good to have:**

Auctioneers note

Food on site

Restrooms / Parking

Rain plans

Loaders available

Always do spell check